

How to get paid after the workshop...

There are many purchasing regulations at ADF&G that may not make sense to you...Don't worry-- you don't have to understand them-- we do! So call us if any of these instructions confuse you.

The basic stipend for professional services is \$360 (rural) and \$240 (urban). This includes workshop pre-planning, workshop preparation (up to 3 hours), 8 hours of instruction, (including lunch period), and follow-up (1 hour, see Workshop Planning Checklist). This also covers food and lodging for 2 nights at the site *unless the school district pays for food and lodging*. If the district pays for food and lodging, you still get the full \$360 stipend.

If your instruction time is over eight hours, add \$30/hour to the invoice total.

To get paid, please submit an invoice like the one attached. You can use this form or make one of your own. You must include your social security number and address. Send the invoice to:

Brenda Duty, ADF&G
333 Raspberry Road
Anchorage, Alaska 99518

